

## **How To Verify Your Listing on Visitnh.gov:**

- 1. Login to your account at <a href="https://www.visitnh.gov/industry-members"><u>www.visitnh.gov/industry-members</u></a>.
- 2. Once logged in, click on "Edit My Account." A new screen will pop up, prompting you to re-enter your username and password.
- 3. After logging into the second screen, please carefully review all of the information in your listing. Be sure that all fields are updated and accurate. Required fields are marked with an asterisk.
- 4. Once you are confident that your account is accurate, click on the **"Save"** button at the bottom of the screen. If you have missed any required fields, you will see them highlighted in red.
- 5. After saving, click on the red **"Click to Verify"** button at the bottom of the screen to complete the verification process.

## <u>Important Notes:</u>

It is crucial that you click on the "Save" button prior to clicking the "Click to Verify" button.

If you make any edits to your information after using the "Click to Verify" button, be sure to again hit the "Save" button and then again click the "Click to Verify."

Not all listings in our database will be included in the Official New Hampshire Visitors Guide. Your listing must fit the guidelines on the following page in order to be included in the printed guidebook. If you do not fit these listings, you will still receive your free listing on our website.

## <u>Guidelines for Receiving a Free Listing in the New Hampshire Visitors</u> Guide

- 1. Lodging properties, attractions, visitor services and statewide/regional organizations are eligible to be listed in the New Hampshire Visitors Guide.
- 2. Visitor Services such as Chambers and Information Centers will be listed first in regional sections. Statewide Resources such as Fish & Game, statewide associations, SkiNH, etc. will be listed in a "Resources" section separate from the regional sections.
- 3. All advertisers will receive a listing in the guidebook.
- 4. The Division of Travel & Tourism Development and Yankee reserve the right to edit, remove or re-categorize any listing that is incorrectly entered in the database.

## <u>Criteria for types of attractions to be included:</u>

- 1. Businesses must have a physical address and must be open for visits from the public with a regular schedule of operating hours.
- If a business is open seasonally, the business must indicate their seasonal operating schedule using the "Visitors Guide Description" field of the data engine.

# Attractions in the following categories that fit the criteria above will be included in the Visitors Guide:

- 1. Agriculture attractions
- 2. Arts, History & Culture
  - a. Museums
  - b. Historical Societies/Historic Homes
  - c. Theaters- must have performance spaces that feature productions on a regular operating schedule
  - d. Art Museums
- 3. Other Attractions/Entertainment (cruises, train rides, etc)
- 4. Outdoor Activities
  - a. Nature/Science Centers
  - b. Sports outfitters with rentals
  - c. State Parks
  - d. Ski areas